

**Developmental Disabilities Council  
Governance Committee**

**Location:**

Federal Way Courtyard by Marriott  
31910 Gateway Center Blvd. S  
Federal Way, WA 98003  
(253) 529-0200 phone

**Date:**

November 18, 2004

**Time:**

1:30pm – 4:00pm

**Members:** Suzanne Gries, (Chair), Bill Anderson, Sherrie Brown, Lou Colwell, Patty McDonald, Mike Raymond, Carol Shaw, Rita Wang

Staff: Ed Holen (1-800-634-4473)

**Proposed Agenda**

1:30	Call to Order	Suzanne
	Adjusting Agenda	
	Approve Sept. Minutes	Vote
1:45	Support Person's Code of Conduct	
	Policy	
	Discussion and Vote	All
	Reading: 04-G-15	
2:00	Reasonable Accommodation	
	Policy	
	Discussion and Vote	All
	Reading: 04-G-16	
2:15	Policy 406 Council Member	All
	Attendance	
	Discussion	
	Reading: 04-G-17	
2:45	Break	
3:00	Executive Director's	
	04-05 Do and Don't Policies	
	Discussion and Vote	All
	Reading: 04-G-18	

3:45	Report to the Council	Chair
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3:45	Agenda for January	Chair
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4:00	Adjourn	Chair
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Materials are available in alternative format. Please contact the Council office at  
(800) 634-4474.

Developmental Disabilities Council  
Reading Cover Page

Date: November 18, 2004

Meeting: Governance Committee

Reading Number: 04-G-18

**Issue:** Proposed 2004-2005 Executive Director's "Do and Don't" Policies

Included in this reading:

Proposed 2004-2005 Executive Director's "Do and Don't" Policies

Policy on Executive Director Evaluation Process

Background/Summary:

Each year the Council approves the "Do and Don't" Policies for the upcoming year.

This reading includes the proposed 2004-2005 policies

Action: Discussion and Recommendation to the Full Council at November 19, 2004 meeting.

Executive Director Performance  
Criteria and Measures  
November 2004- October 2005  
Proposed

“Do” Policies

1. Assure the development and drafting of the Council’s State Plan and its annual amendments.

Measured by:

- Providing staff support and technical assistance to Council workgroups and committees;
- Providing research and analysis of issues under consideration by the Council; and
- Informing Council members about pending deadlines and potential impacts of the decisions they are considering.

2. Oversee the implementation of the State Plan performance targets.

Measured by:

- Contracting with outside agencies and/or supervising staff activities to accomplish outcome measures and performance targets;
- Assuring the timely intervention when contract compliance issues are discovered;
- Assuring that annual program performance report accurately reflects the activities of the Council;
- Reporting to Council Workgroups on Plan implementation progress, including but not limited to awarding of contracts; and
- Operating within the plan activity budget approved by the Council.

3. Seek necessary clarification from the Council when delegations to the Executive Director are unclear.

4. Direct the overall management of the Council.

Measured by:

- Providing the necessary accommodations to give Council members the opportunity to participate fully in Council and related activities;
- Assuring the adequate number, qualification, and supervision of staff, working as a team, to support and provide technical assistance to the Council, its committees, workgroups and other ad hoc committees it establishes; and

- Maintaining a sufficient number of task forces, coalitions, associations, advisory groups and/or advisors to assist in management responsibilities.

## 5. Represent the Council.

Measured by:

- Speaking on behalf of the Council within the parameters set forth in the policies approved by the Council;
- Developing communication with those in the media;
- Delegating staff or Council members to represent or speak on behalf of the Council;
- Monitoring and providing information to public policy makers on issues that impact people with developmental disabilities and their families;
- Supporting the Council Chair in his capacity as liaison between the Council and the Governor and other state, federal or local officials as the Council may determine; and
- Providing information and/or technical assistance to Council officers, Committee Chairs, and Workgroup Chairs as may be required or requested.

## 6. Monitor and collaborate with state and local agencies that provide funding or services for people with developmental disabilities.

Measured by:

- Meeting, on a regular basis, with representatives from agencies;
- Reviewing draft proposed revisions to Administrative regulations or policies; and
- Participating in pertinent workgroups, task forces, advisory committees or stakeholder activities.

## 7. Make specified reports to the Council.

Measured by:

- Providing progress reports on “do and don’t policies” and staff activities;
- Providing updates on Council budget and contractor activities;
- Providing updates of Legislative and public policy matters;
- Providing updates on the big picture work plan and progress in the State Plan Implementation; and
- Providing information on emerging issues; and/or other items as determined by the Council.

## 8. Represent the Council in forming partnerships and assuming leadership, when appropriate, with other federal, state and/or local agencies, organizations,

coalitions, associations, and other such groups to further the agenda of the Council's State Plan and pass on involvement in those that don't.

Measured by:

- Participating in pertinent coalitions, workgroups and task forces; and
- Assuming leadership roles as appropriate or necessary

## “Don’t” Policies

Do not overspend the Council budget.

Do not express opinions contrary to those adopted by the Council.

Do not engage in advocacy activities that are contrary to positions adopted by the Council.

Do not enter into a contract with a vendor or individual that does not meet the minimum criteria for meeting project outcomes as determined by the Council.

Do not be late in meeting deadlines established by the Council or federal/state agencies.

Do not be unresponsive to Council members to assure full and active participation on Council meetings or related activities.

Do not assume a policy-setting role for the Council.

Do not violate state laws, rules or regulations in the management of the Council.

Do not violate delegations from the Council to the Executive Director.